

Veteran Employment Partners,
ManTech has an immediate entry level opening for a **Teleprompter Technician at the VA in Falling Waters, WV**. Interested applicants should send their resume directly to

Blair.RamosCarr@ManTech.com. Please feel free to share this opportunity with your veteran employment networks. Thank you!

JOB DESCRIPTION:

The Teleprompter Technician will be on customer site in Falling Waters, WV working with a project team that provides application development and operational support for Green Screen studio and related cloud based application. Candidate must have a customer service focus with excellent oral and written communication skills.

- * The primary focus of the Audiovisual Tech Archivist (Teleprompter/Studio Technician) is to: prepare the teleprompter scripts prior to the live shows, maintain an organized archival system of the teleprompter scripts and run the teleprompter equipment during rehearsals and live events.

- * Script preparation - ensure there are no errors (misspellings, repeated/copied words or paragraphs, etc.) within the teleprompter script by reading through each script, noting any edits/corrections that need to be made, and contact the Director/Producer or the Virtual Events Producer about making a change in the script.

- * Ensure the teleprompter scripts located in the presentations folder are the correct scripts for the live show on a given date. This entails reviewing scripts to ensure that all corrections have been made and saving it the appropriate version (1.01, 2, etc.).

- * During rehearsals and live events, use WinPlus+ Autoscript Software to support Teleprompter function, taking direction from the Director/Producer and the Floor Director. Edit scripts during rehearsals as necessary.

- * Other tasks as requested by Director/Producer.

Qualifications:

- * Bachelors 0-2 years of experience
- * Microsoft Office (Word, PowerPoint, Exchange)
- * WinPlus+ Autoscript

Preferred Skills:

- * Prior experience working with the Department of Veterans Affairs Clearance:

- * NACI Low, not required to start

Location: 728 TJ Jackson Drive Falling Waters, WV